

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**SUPERVISING ELEVATOR INSPECTOR**

**Salary: \$5,800 to \$6,496 per month**

(SR-23, Steps A to M, includes shortage differential)

**Opening Date: February 20, 2014**

**Closing Date: February 27, 2014**

**RECRUITMENT INFORMATION**

Recruitment number: 12-016, Position is located in the Honolulu.

Hiring rate based on availability of funds, applicant's qualifications, and other relevant factors.

**DUTIES SUMMARY**

Supervises the Elevator Inspection Section where typical duties involve scheduling, performance evaluation, employee counseling and maintenance of employee relations; conducting accident investigations; plan review; community outreach and making recommendations to the Branch Manager.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**Prerequisite Knowledge and Abilities:**

Knowledge of: English; mathematics; basic electrical, electronic and circuit construction principles (e.g., voltage, current and resistance, series and parallel circuits, grounding); and basic mechanical principles as applied to structures, machines, pumps, mechanisms and the effects of traction on ropes and sheaves; terminology used in the elevator industry; and various types of equipment, their uses and limitations. Electrical, electronic, circuit construction and mechanical principals as applied to the equipment inspected; hydraulic principles as applied to the operation of valves, pumps, plungers, piping and buffers; ASME/ANSI (American Society of Mechanical Engineers/American National Standards Institute) safety codes and standards pertinent to the equipment inspected; applicable building, fire, electrical, and accessibility codes; principles and practices of safety inspection, testing and investigation as related to the equipment inspected; personal safety practices and report writing. Philosophy, goals functions, policies and procedures relative to the department's elevator inspection program; State laws, rules and standards (e.g., Hawaii Elevator Safety Standards) pertinent to the equipment inspected.

Ability to: Read, comprehend, interpret, apply and explain pertinent laws, rules, policies, procedures, codes, standards, and other requirements; independently apply electrical, electronic, circuit construction, mechanical and hydraulic principles; read architectural and installation drawings and circuit diagrams; prepare simple reports; understand and follow oral and written instructions, and instructions presented in diagrammatic or schematic form; communicate and work effectively with other; and perform basic mathematical calculations (addition, subtraction, multiplication, division, percentages, fraction, etc.) Observe all personal safety practices; detecting existing and potentially unsafe conditions and practices, and recommend corrective/preventive action; prepare clear and accurate inspection and accident reports. Provide on-the-job training to other elevator inspectors; review and evaluate the work performed by elevator inspectors; provide advice on matters relating to pertinent safety codes.

**Experience Requirement:**

Applicant must possess:

1. At least one (1) year of elevator inspection experience comparable to the class Elevator Inspector II in the State service; and
2. Supervisory Aptitude: Demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Certification Requirement:**

Must possess current certifications as a qualified Elevator Inspector in accordance with the Hawaii Revised Statutes, Chapter 397 which includes the Qualified Elevator Inspector (QEI) certificate and identification card issued by the National Association of Elevator Safety Authorities (NAESA) International and the Certificate of Competency issued by the Department of Labor & Industrial Relations.

**License Required:**

Must possess a valid State of Hawaii driver's license at the time of appointment.

Click to view complete [Class Specifications](#) and [Minimum Qualification Requirements](#)

**APPLICATION (Form HRD 315) and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM:**

**<http://labor.hawaii.gov/jobs/>**

**or**

**Department of Labor and Industrial Relations  
Personnel Office  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm  
Closed on State Observed Holidays**

**Submit completed Application and Supplemental Questionnaire to**

Department of Labor and Industrial Relations  
Personnel Office  
830 Punchbowl St., Room 415  
Honolulu, Hawaii 96813

Mailed applications must be postmarked by midnight of closing date.

**SUPERVISING ELEVATOR INSPECTOR , SR-23 - Oahu**  
**Supplemental Questionnaire - Submit with Application**

## 1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.



I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?



YES

email address:



NO

Prefer hard copy by mail.

**Supervising Elevator Inspector – Oahu, 12-016**

## Print Name

**Signature**

Date \_\_\_\_\_

## 2. CERTIFICATION REQUIREMENT

Do you possess current certifications as a qualified Elevator Inspector in accordance with the Hawaii Revised Statutes, Chapter 397?

QEI Certificate and Identification Card issued by NAESA International

☐ Yes ☐ No

Certificate of Competency issued by the Department of Labor & Industrial Relations

☐ Yes ☐ No

If **YES**, submit verification of your Qualified Elevator Inspector and Department of Labor and Industrial Relations certifications.

## 3. EXPERIENCE REQUIREMENTS

- A. Do you have at least one (1) year of elevator inspection experience comparable to the Elevator Inspector II class in the State service?

☐ Yes ☐ No

If **YES**, provide the following information:

- a) Name of employer where experience was obtained.
- b) Dates of elevator inspection experience.
- c) Detailed description of job duties and responsibilities.

- B. Do you possess supervisory aptitude?

Supervisory Aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

☐ Yes ☐ No

If **YES**, provide the following information:

- a) Name of employer where experience was obtained.
- b) Dates of employment.
- c) Detailed description of job duties and responsibilities which demonstrate supervisory aptitude.

## 4. LICENSE REQUIRED

I understand if appointed to the position, I must possess a valid driver's license at the time of the appointment.

\_\_\_\_\_ Please Initial to Acknowledge

## 5. ADDITIONAL INFORMATION

Do you have any other information related to this position that you would like us to consider?

☐ Yes ☐ No

If **Yes**, submit with your application.

6. Supporting documents such as transcripts, driver's license, or certifications if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application.

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813.

7. **DOCUMENTS TO BE SUBMITTED**

to the Department of Labor and Industrial Relations, Personnel Office

- ☐ Application for Civil Service Positions (Form HRD 315)
- ☐ Supplemental Questionnaire (Included in the vacancy announcement)
- ☐ Supporting Documents
- Certifications

8. **How did you find out about this position?** (optional)

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
- ☐ University of Hawaii
  - ☐ Chaminade University
  - ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: \_\_\_\_\_